

Department of Accounts Payroll Bulletin

Calendar Year 2004

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Volume 2004-2

Field Expansion Project Underway

What is Field Expansion

A new vendor supplied mandatory update of the CIPPS software will be implemented in the fall of 2004 - currently scheduled for the end of September. This new version is known as "Field Expansion". As the name implies the largest change with this version is the size of a number of fields. That is, the name and address fields as well as most of the monetary fields are expanding in length. A few changes in the manner in which payroll transactions are entered have been identified. However, most changes are cosmetic in nature.

Changes to other applications as a result

FINDS (Financial Information Downloading System) and PAT (Payroll Auditing Tool) will also be modified accordingly for the field changes to CIPPS. The CAPP topics for these applications will be updated with the appropriate changes.

Training for Field Expansion

On-site training* will be provided during the month of August. These training sessions will be held in the following areas of the state:

- Richmond, August 20
- Northern Virginia, August 12
- Southwest Virginia, August 17 and
- Hampton Roads (tentative) August 10.

Each session will be hosted by DOA Training Analysts using a PowerPoint presentation that highlights the changes with the new software. Additionally, the PowerPoint presentation will be available for viewing and downloading from DOA's web site prior to this training. *Each Fiscal Officer will be required to certify* that all employees performing payroll data entry into CIPPS have either attended an on-site training session or reviewed the web-based PowerPoint presentation.

*Training is limited to CIPPS topics (FINDS and PAT is excluded).

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The Payroll Bulletin is published periodically to provide CIPPS agencies guidance regarding Commonwealth payroll operations. If you have any questions about the bulletin, please call Lora L. George at 804-225-2245 or send an email to LGeorge@DOA.State.VA.US

State Payroll Operations

Manager

Lora L. George

State Payroll Manager Announced

New State Payroll Manager

Karen Robinson, former State Payroll Manager, has accepted a promotional opportunity with another state agency effective March 8, 2004.

Effective March 10, 2004, Lora George has been promoted to the State Payroll Manager position within the Payroll unit in the Department of Accounts. Lora has been with DOA since 1986 in a wide-variety of analytical and management positions. She has worked with CIPPS and the state's payroll operation in various capacities her entire tenure.

Payline Enhancements

Changes in History Retention

Previously historical records were available in Payline for the current calendar year plus one prior calendar year. In response to several requests, this to be modified to a continuous 24 months of history. Now history may cross over three calendar years, providing a longer period of time to view older records.

Benefits of Masking and Reporting Function

The Masking function is where authorized agency personnel can view and query an individual employee's Payline information as if they are the employee. Masking also provides line agencies with a Reporting tool which can be executed to obtain Payline participation counts in a number of views. Separate security is required for this function and is usually granted to those who currently have security to CIPPS Leave and Payroll processing. Masking has been found to assist line agencies with reconciling payroll and/or leave data for an employee. For more information regarding Masking, read the Payline Administrative Manual available on the DOA web site.

Changes to Reporting Features

The Payline Reporting feature now segregates participation information by hourly vs. salaried employees and also provides agency totals. By selecting the appropriate value in the drop down box on the request page, you can limit your display to salaried or wage employees or continue to see all employee data.

Payline Enhancements (continued)

Importation of Leave Information

DOA is currently piloting the import of agency specific leave system data into Payline for employee viewing. If your agency is *not* using CIPPS leave and is interested in providing leave data on Payline for your employees, contact Lora George at 804-225-2245 or via email to Lgeorge@doa.state.va.us.

Report U118 (Gross Pay Differences) Responses

Gross Pay Differences (Report U118) Responses

Differences between payroll certification and payroll calculation should be avoided. However, when such differences occur, they are identified on the Report U118. A explanation of all differences in the *Agency Total* must be submitted to the Department of Accounts by close of business the next working day. To streamline this process, the explanation provided should be one of the following:

- Changes made after Certification
- Imputed Life Miscalculated
- Included amount from another frequency
- Keying Error/Entered wrong certification information
- Payment made in error
- Scrubs not received in time to certify
- Transaction error/did not process correctly
- Void/Manual update processed
- Check date already recorded in CIPPS
- System Problem DOA

In addition, a summarization of the detail supporting the explanation should be included on the response.

Fake W-4 Circulating - Beware

Form W-4T - Invalid Form

Recently a Form W-4T, Voluntary Withholding Agreement, has been circulating on the Internet which provides for an exemption to Federal Income Tax *withholding*. The IRS has stated that it has never issued Form W-4T.

What to do if a W-4T is presented

If you are presented with this form, inform the employee it is not a legitimate government document. Should you need to validate this with the employee, you can either visit the IRS Web site or have the employee call 800-TAX-FORMS.

Invalid W-4's

All W-4 forms should be free from any markings other than what's requested. If there are other markings on the form when it is presented, provide the employee with a blank form and inform the employee that no additional notations are permitted on the form. Until you receive a valid W-4, withhold at the single rate with zero exemptions.

CIPPS Training Scheduled

How to Register

To register for the DOA CIPPS Payroll and Leave classes, please visit the DOA web site and complete the registration online. While there, be sure to look at the other classes that are offered.

Interactive Payroll Training

The Interactive CIPPS Beginners Payroll Training course is offered to agency personnel who have **none or limited CIPPS experience** and are directly responsible for processing payroll. The course will follow a lecture/on-line example format with the lecture focused on introductory-level CAPP topic material. **All attendees are required** to bring a copy of the CAPP topics listed below. Due to its interactive on-line requirements, this class will be held in the DOA Training Room and *is limited to 16 students*.

CIPPS Training Scheduled (continued)

All attendees are required to bring a copy of the listed CAPP topics to this class.

CAPP is available on-line at the DOA web site at www.doa.state.va.us.

Course Length: Lecture and Example Completion - Four days
Online (data entry) Exercises and Lecture combined.

Date Offered: Lecture/Instruction/ Online – **May 11 - May 14, 2004**

Course Locations: DOA Training Room - 2nd Floor, Monroe Bldg.

Targeted Audience: Agency personnel who have not previously attended formal CIPPS Payroll training or would benefit from a review of this material *and* are directly responsible for processing payroll.

Course Synopsis:

- Day 1 - Morning Module (8:30 AM to 12:00 Noon)**
Payroll Administration and CIPPS Processing Overview
New Hires
- Day 1 - Afternoon Module (1:00 PM to 4:30 PM)**
New Hire Cont'd., Employee Set-up
- Day 2 - Morning Module (8:30 AM to 12:00 Noon)**
Employee Masterfile Maintenance and Deduction Processing
- Day 2 Afternoon Module (1:00 PM to 4:30 PM)**
Deduction Processing Cont'd, Time and Attendance
- Day 3 Morning Module (8:30 AM to 12:00 Noon)**
Special Payments, Certification, Manual Payments,
- Day 3 Afternoon Module (1:00 PM to 4:30 PM)**
Bonds, Special Payroll Processing
- Day 4 - Online Training (8:30 AM to 4:30 PM)**
Reports Review, CIPPS/CARS Reconciliation

CIPPS Training Scheduled (continued)

CAPP Topics Attendees are required to bring their copy of the following CAPP topics.
Copies will not be available at training

Section	Topic No	Topic	Section	Topic No	Topic
50100	50105	CIPPS Intro	50500	50505	Time and Attendance
	50110	CIPPS Navigation		50510	Unpaid Leaves of Absences/Overpayments
	50115	Menu/Link		50515	Special Payments
	50120	Automated Changes		50530	Void Payments
	50125	Programmatic Data	50600	50605	Tax and Deduction Adjustments
	50130	Batch Processing/Balancing	50700	50705	Employee and Tax Masterfile Updates
	50135	Pending File	50800	50805	Certification Overview
50300	50305	New Employee Adds		50810	Pre-Certification Activities
	50310	Rehires and Employee Data		50815	Payroll Certification
	50315	Employee Tax Maintenance	50090	50820	Post-Certification Activities
	50320	Terminations		50905	Monthly Reconciliation
50400	50405	Court-ordered Withholdings		50910	Quarterly Reconciliation and Certification
	50410	Retirement – VRS and ORP		50915	Cal. Year-end Recon and Certification
	50415	Retirement – Salary Reduction Plans			
	50420	Retirement – Cash Match Plans			
	50425	Group and Optional Group Life Insurance			
	50430	Health Insurance			
	50435	Flexible Spending Accounts			
	50440	Savings Bonds			
	50445	Direct Deposit			
	50450	Parking/Transportation			
	50455	Misc Employee Deductions			

CIPPS Training Scheduled (continued)

**CIPPS
Introductory
Leave**

Course Length: One full day (8:30 AM to 4:30 PM)

Date Offered: May 7, 2004

Course Location: DOA Training Room - Second Floor, Monroe Building

Targeted Audience: Agency personnel who have not previously attended formal CIPPS Leave training and are directly responsible for Leave Accounting.

Targeted Audience: Attendees are **required to bring** with them a copy of the Leave CAPP Manual, Volume 1, function #40000, and Payroll CAPP topic #50110, CIPPS Navigation.

CAPP is available on-line at the DOA web site at www.doa.state.va.us

Course Synopsis: Employee Set-up and Maintenance of Employee Leave Data
Online Entry of Leave Activity
Online Entry of Maintenance of Employees' Leave Balances
Leave Accounting Reports Review and Reconciliation